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## How to apply.

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Visit [tn.gov/generalserv/centralstores](https://tn.gov/generalserv/centralstores) to download an Application for Eligibility.

Complete the **Application for Eligibility**.

Include the following supporting documents:

A copy of your **Bylaws** or **Articles of Incorporation**.

A letter from the Internal Revenue Service stating that your organization is income tax exempt under section **501(c) (3)**.

A detailed **narrative description** (or brochure) of the services your program provides, including a **description of the facilities** operated.

Current **operating budget** and other sources of funding.

A copy of your organizations current **license, accreditation, or public recognition** as a provider of services.

**Mail** the completed application and supporting documents to:

TN Department of General Services  
Warehousing and Distribution Division  
Program Eligibility Office  
6500 Centennial Boulevard  
Nashville, TN 37243-0543

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## Useful Links

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Terms and Conditions  
[tn.gov/generalserv/ba04s/terms.html](https://tn.gov/generalserv/ba04s/terms.html)

Application for Eligibility  
[tn.gov/generalserv/ba04s/eleapp.pdf](https://tn.gov/generalserv/ba04s/eleapp.pdf)

Origin Data for Service Area (used for Page 1, Section III of the Application for Eligibility)  
[quickfacts.census.gov/qfd/states/47000.html](https://quickfacts.census.gov/qfd/states/47000.html)

Donee Catalogue  
<https://web7.incircuit.com/eams/f?p=1037:1500>

Public Auction Catalogue  
[tn.gov/generalserv/ba04s/pauction.html](https://tn.gov/generalserv/ba04s/pauction.html)

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## Need help?

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There is no charge for this application process. If you have any questions or need assistance in completing your eligibility package, please contact us by calling 615/350.3376 for assistance.

We appreciate the opportunity to introduce you to Tennessee's Surplus Property Program.

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# Tennessee Department of General Services

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## Surplus Property Program

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For Nonprofit Educational and Public Health Activities, Including Programs for the Homeless and Impoverished



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## About the program.

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The State of Tennessee Surplus Property Program redistributes personal property declared as surplus by the State or Federal Government. This property is redistributed to governmental and eligible entities; or, if not needed by these organizations, is sold to the general public via internet auction.

The program is not funded by the legislature, but is fully supported by the revenues generated from handling fees. This means that the cost of maintaining the staff and facilities are passed on to the program participants in the form of the handling fee.

Handling fees will vary according to condition of the item and demand, but are usually significantly lower than the cost of comparable items on the open market.

The difference in value is considered a "donation" from the federal government; hence, participants in the program are referred to as "donees."

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## Do we qualify?

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In order to obtain federal surplus property through donation, nonprofit **educational** and tax-exempt **public health** activities must intend to use the surplus personal property to aid education or public health, either directly or through research. Eligible organizations include:

- Medical institutions
- Hospitals
- Clinics
- Health centers
- Drug abuse treatment centers
- Schools, colleges, and universities
- Schools for persons with mental or physical disabilities
- Child care centers
- Educational radio and television stations licensed by the Federal Communication Commission
- Museums attended by the public
- Free libraries serving all residents of a community, district, state, or region

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Nonprofit, tax exempt organizations that provide food, shelter, or support services to **homeless** or **impoverished** people may also be eligible to receive donations of surplus property through donation. Such organizations include:

- Soup kitchens and day centers
- Food banks that supply shelters and soup kitchens serving homeless and/or impoverished individuals
- Overnight, daytime, and around-the-clock shelters helping homeless individuals, regardless of the cause or duration of the homelessness (includes shelters for battered spouses, abused children, and orphans and half-way houses for temporary residence of homeless parolees, recovered mental patients, and recovered substance abusers)